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**From:** Chilian, Steve (DPH)  
**Sent:** Friday, January 06, 2012 3:06 PM  
**To:** Nassif, Julianne (DPH)  
**Cc:** Han, Linda (DPH)  
**Subject:** Inquiry

Hi Julie

I am in the process of going over witness interviews and reviewing documentation. Can you or your staff provide me with the following information /clarification:

1. Copy of Lab receipts for assignment of all keys with access to evidence safe prior to change of lock. (I believe that CS would have these documents)
2. List of staff who have been provided the access code for the evidence safe. Also, is there a document that is used to record the transfer of the code to staff members?
3. Was the access code changed after the event or just the lock? If not, what was the reason?
4. Did the Lab test the keys of all lab staff after it discovered that AD's key opened the evidence safe lock? And if so, what was the result?
5. Prior to the event did all chemists have access to the Evidence Office via a hand/palm scan?
6. Can the Evidence Office also be opened by a key? If so, who has been assigned key?
7. Who among staff have the disarm code for Evidence Office? Again, is there any document that records the assignment of code, etc?
8. Can anyone access the Lab's Evidence office computer, specifically the program used to track samples? What is the means to obtain access? How long has this system been in place and what is it called?
9. Can the Lab produce a report that shows the movement of the samples from initial receipt from agency to testing and return to agency. I would like to include in report.
10. Copy of your recommended changes.

Thanks so much – Steve